

Opening Date: May 29, 2019
Closing Date: Open Until Filled
Work Location: Austin, Texas
Posting Number: 19-54
Monthly Salary: \$4,265.00 - \$5,200.00*
Group/Class: B21/3502
Travel %: 10%
Division/Department: Office of General Counsel
Number of Positions: 1

***Salary commensurate with experience and qualifications**

JOB VACANCY NOTICE

Attorney I

*Texas Water Development Board, Stephen F. Austin Building
1700 North Congress Ave., Room 670, Austin, Texas 78701
Please contact Human Resources for accommodation requests.
Phone: (512) 475-2142
Email: HR@twdb.texas.gov
Apply at: Work in Texas www.workintexas.com*

REVISED

Veteran's Preference

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 27A – Judge Advocate General, 250X – SC-Judge Advocate General Corps, 04 – Legal, 4406 – Master of Environmental Law, 4410 – Master of Law (General) or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf.

To be considered for this posting, applicants must provide one writing sample, minimum of five pages to the maximum of 10 pages. Applicants can email the writing sample to HR@twdb.texas.gov.

Job Description Summary

Performs routine (journey-level) attorney work. Work involves assisting the General Counsel in planning and organizing work, interpreting laws and regulations, preparing legal documents, and rendering legal advice and counsel. Performs legal services for the Board, Executive Administrator, and agency staff. Acts as a liaison to and assists the Attorney General regarding litigation that affects the agency. Assists with and conducts reviews of rule concepts and draft rules; and participates in briefings and meetings. May train others. Works under moderate supervision, with limited latitude for the use of initiatives and independent judgement. Reports directly to the General Counsel of the Office of General Counsel.

Essential Job Functions

- Represents state agency clients interpreting state and federal statutes and rules relating to flood planning, water planning, analyses of water resources, water conservation and related environment law work.
- Reviews application and securities documents related to agency programs to ensure adherence to legal requirements.
- Responds to open records requests, conducts rulemaking, and monitors changes in state and federal agency rules, as required.
- Drafts substantive legal documents, including opinions, briefs, and memoranda that include analyses of agency authority under state and federal law.
- Drafts contracts in accordance with agency's legal authority and with state and federal laws and regulations relating to contracts and contract management.
- Analyzes agency compliance with state agency reporting requirements, records management requirements and open government requirements.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002 (Non-Supervisory)
Revised 12/18/2018



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. Please visit TWDB Career Page: <http://www.twdb.texas.gov/jobs/> for more information.

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.

Job Vacancy Notice (cont.)

Posting number 19-54

- Drafts and analyze state and federal legislation.
- Maintains confidential and sensitive information.
- Ensures individual and team files (electronic and hard versions) are appropriately maintained and timely disposed of in accordance with the agency's records retention procedures and schedule.
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include attending mandatory training courses.
- May be required to operate a state or personal vehicle for business purposes.
- Performs other duties as assigned.

Minimum Qualifications

- Graduation from an accredited law school with a Bachelor of Laws (LLB) or a Juris Doctor (JD) degree.
- Admission to the State Bar of Texas.
- Member in good standing with the State Bar of Texas.
- Three to five years of experience as a practicing lawyer.

Preferred Qualifications

- Knowledge and experience in administrative or government law.
- Knowledge and experience in State or Federal Legislative process.
- Knowledge and experience in preparing briefs or memoranda on environmental laws, including natural resource laws and water law.
- Knowledge and experience in fundamentals of contract law, government law and Texas state agency contracts.
- Knowledge and experience in bond and securitized instrument transactions.

Knowledge, Skills, and Abilities (KSAs)

- Knowledge of local, state, and federal laws and regulations relevant to the Texas Water Development Board; and of the principles and practices of public administration.
- Knowledge of environmental law concepts, including natural resources laws.
- Knowledge of legal requirement of loan documents.
- Skills in using Microsoft Office programs such as Word, Excel, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Skills in conducting efficient legal research including use of Westlaw and other internet legal research.
- Ability to identify relevant legal issues.
- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.
- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.
- Ability to complete assigned work, on time, neatly and with infrequent errors.
- Ability to interpret policies, procedures, and regulations.
- Ability to provide prompt, courteous and accurate assistance and clear and concise communication to internal and external stakeholders both verbally and in writing.
- Ability to work and cooperate with others in a team environment.
- Ability to manage multiple tasks.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability and willingness to travel 10% of the time, primarily within the State of Texas.
- Ability to operate a vehicle (state or personal) for state business and maintain a driver's license and driving record that complies with state and agency requirements.

Job Vacancy Notice (cont.)

Posting number 19-54

- Ability to work days that may exceed 8 hours, including early mornings, nights, and weekends.
- Ability to train others.

Remarks

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of interview. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.